

**Annex A: COOP Summary Information – Updated 12/11/2015****Continuity of Government (COG) Plan****Agency Name: MA Department of Youth Services**

**Mission Statement:** The Department of Youth Services is the juvenile justice agency of the Commonwealth of Massachusetts. Our mission is to protect the public and prevent crime by promoting positive change in the lives of youth committed to our custody, and by partnering with communities, families, government and provider agencies toward this end. We accomplish this mission through interventions that build knowledge, develop skills and change the behavior of the youth in our care.

Primary Operating Facility	
Address	600 Washington Street, Suite 400 Boston, MA 02111 (617) 727-7575
Senior COOP Officials	Peter Forbes     DYS Commissioner Ruth Rovezzi    DYS Deputy Commissioner for Operations
Phone Numbers	Peter Forbes    (617)- 960-3304 work (781)- 356-4380 home ( 857)-225-2233 cell  Ruth Rovezzi    (617) 960-3301 work (508) 769-6985 home (413) 265-0624 cell
Email Addresses	<a href="mailto:Peter.J.Forbes@state.ma.us">Peter.J.Forbes@state.ma.us</a> ; <a href="mailto:Ruth.Rovezzi@state.ma.us">Ruth.Rovezzi@state.ma.us</a>

Emergency Relocation Site	
Address	Central Region Office Westboro State Hospital 288 Lyman St Sharp Building Westboro, MA 01581 (508)-475-2701 work (508)-792-7228 fax
Site Support Official	Barbara Morton, Regional Director
Phone Number	(508) 475-2707 work, (508) 795-8436 cell, (508) 792-7228fax
Email Address	<a href="mailto:Barbara.Morton@state.us.ma">Barbara.Morton@state.us.ma</a>

<b>Delegations of Authority – Key Positions</b>		
<b>Key Position</b>	<b>Successor 1</b>	<b>Successor 2</b>
Ruth Rovezzi Deputy Commissioner for Operations (617) 960-3301 W (413) 265-0624 C (508)-769-6985 H	Nancy Carter Director of Residential Operations (617) 960-3344 W (857) 225-0199 C	Alicia Johnson Communication and Information Center Coordinator (617) 960-3333 W (978) 658-1912 H (617) 512-5410 C
Robert Brennan Director of Information Technology 857-225-0533 C 617-960-3271 W 781-837-5967 H	Carol MacFarland LAN Administrator (617) 960-3352 W (617) 325-6047 H (617) 680-4893 C	Bill Bolster JJEMS IT 617-960-3339 W 617-225-5437 C 508-764-4519 H
Gerry Wright Budget Director (617) 960-3258 W (978)-857-2637 C (978)-475-8735 H	Cheryl Assad Director of Accounting (617) 960-3264 (W) (508) 561-7110 (C)	Joe Hogan Director of Capital Planning (617) 960-3259 W (978) 897-4693 H (508) 380-2647 C
Margaret Chow-Menzer Deputy Commissioner for Admin & Finance (617) 960-3283 W (617) 777-2301 C	Anita Holbrook Human Resources Liaison 617-960-3343 (W) 617-447-0926 (C)	Caroline Quiles Human Resources Coordinator (617) 960-3355 W (617) 325-0221 H (617) 429-0010 C

**List of essential functions: (at this facility)**

- 1. Administer the duties of DYS as defined in M.G.L. Chapter 119 which includes the oversight of 24/7 custodial care of youth detained or committed to the Department of Youth Services as well as oversight of supervision of youth in the community.**
- 2. Communication & Information Center (CIC)**
- 3. Fiscal Operations**
- 4. Human Resources**
- 5. IT Operations**
- 6. Central Office Operations**

**Brief Description of Essential Function:**

7. **Administer the duties of DYS as defined in M.G.L. Chapter 119 which includes the oversight of 24/7 custodial care of youth detained or committed to the Department of Youth Services as well as oversight of supervision of youth in the community.**
8. **Communication & Information Center (CIC):** Operates on a 24/7 basis and is responsible for receiving information from field operations, by telephone, regarding serious incident or events that may require immediate reporting to Executive or Senior Management staff. Such functions require access to many of the vital files, databases, and systems that are referenced above.
9. **Fiscal Operations:** Responsible for the management of the Department's budget and contract operations. Conducts and performs all the necessary activities for procuring all goods and services for the Department.
10. **Human Resources:** Performs duties related to the recruitment, hiring, development and termination of DYS personnel. Maintains and manages employee personnel records and ensures compliance with EOHHS employment policies and procedures. Performs all duties to ensure timely processing and payment of employee payroll
11. **IT Operations:** Manages and maintains hardware, software and computer equipment for the Department.

**Central Office Operations:** Perform key operational functions including MassHealth policy evaluation, publication of MassHealth policy, internal controls and fraud detection.

**Reason why function is essential:**

All functions listed above are vital in providing the continuity of central office operations ensuring the public safety and rehabilitation mission of the Department of Youth Services.

Resource Requirements				
Critical Process or Service	Personnel	Vital Records	Critical Systems	General Resources
Information Technology System Utilization	(1) Director of IT (1) IT Technical Support Staff	User Logons MMARS	JJEMS, LAN, internal and external computer networks	Computers, telephones, fax machines, cell phones, lap top computers
Communication & Information Center (CIC)	(1) CIC Admin. (1) CIC staff	Emergency contact list Program directory	JJEMS, LAN, internal and external computer networks	Computers, telephones, fax machines, cell phones, lap top computers